



READINESS AND FORCE  
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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WASHINGTON, D.C. 20301-4000

JUL 28 2014

MEMORANDUM FOR DEFENSE PRIVACY AND CIVIL LIBERTIES OFFICE

THROUGH: OSD/JS Privacy Office

SUBJECT: Justification for Use of the Social Security Number (SSN) - USMEPCOM  
Form 680-3A-E, "Request for Examination".

This memorandum is to satisfy the requirements established in the Department of Defense Instruction 1000.13, "Reduction of Social Security Number (SSN) Use Within DoD", to justify the collection and use of the SSN on USMEPCOM Form 680-3A-E, "Request for Examination".

USMEPCOM Form 680-3A-E is completed on all applicants at MEPS first contact for processing, testing, medical, and other requirements. The 680-3A-E authorizes the MEPS to collect information to begin the process required to meet enlistment qualifications. The MEPCOM 680-3A-E is the applicant authorization to release to the MEPS a complete transcript of medical records. This release is for the purpose of further evaluation of my medical acceptability under military medical fitness standards. The information collected on USMEPCOM Form 680-3A-E is transferred electronically into the DD form 1966 after the applicant meets enlistment standards and decides to enlist.

Title 10 USC, Sections 504, 505, 506, 508, 12102; 14 USC, Sections 351, 632; 50 USC, Sections Appendix 451; Executive Order 9397, November 1943 (SSN) outlines the regulatory guidance for all Military Services and the Coast Guard for obtaining data used in determining employment eligibility of applicants and for establishing records for those applicants who are accepted.

In accordance with DoDI 1000.13, Enclosure 2, paragraph 2.c.(2) and 2.c.(3), the collection of the SSN is acceptable for use of law enforcement, criminal, and background checks necessary for application to enter military service. The SSN will continue to be used until another federal employee number is established, once identified, the SSN on this form will migrate to the new DoD identifier. The paper forms will be secured to protect Personally Identifiable Information (PII) in accordance to DoD regulations. Records are maintained in secure, limited access, or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

The data on USMEPCOM Form 680-3A-E is covered by the following systems of records:

USMEPCOM:

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/6811/a0601-270-usmepcom-dod.aspx> U.S. Military Processing Command Integrated Resources System (USMIRS), (November 03, 2010, 75 FR 67700)

My point of contact for this action is MAJ Justin DeVantier at 703-695-5527.

A handwritten signature in black ink, appearing to read 'C. Arendt', with a stylized flourish extending to the right.

Chris Arendt  
Acting Director, Accession Policy  
(Military Personnel Policy)